

25 January 1982

82-2185

MEMORANDUM FOR: DDCI

FROM :

Executive Secretary

STAT

SUBJECT : Suspense System

1. On Friday, 22 January, you asked me to devise a foolproof--or "almost" foolproof--suspense system for correspondence. Let me outline the system we are now using and present some recommendations for tightening it up.

--When correspondence arrives in the Executive Secretariat the time of receipt is noted on it, and I or [] assign action together with a suspense date.

--The suspense date is chosen to insure a prompt reply. (An interim reply is required if a full reply will take time.)

--Chief, Executive Registry monitors suspense dates and for each fills in a form. This is put into a suspense file under date due. Each day this file is checked by [] and action officers contacted by him or me as necessary.

--The same procedure is used for internal action memos from the DCI, although a separate file is maintained for these.

2. Overall, I believe the system has worked well. I cannot recall any missed deadlines with the Cabinet Office; our record in responding to NSC requests is excellent, that to Congressional requests less good. Private correspondence is answered promptly.

3. To improve matters I recommend:

--Extensions to correspondence deadlines require OK from the Executive Director.

--A weekly delinquency report be provided to the DDCI and Executive Director.

--The DDCI reaffirm in writing that correspondence must come through the Executive Secretary and that handcarrying be kept to the absolute minimum. (In June 1981 I distributed to all hands a memorandum on this subject and reissued it in January 1982.)

--The DDCI reiterate at a DCI Staff Meeting that correspondence and actions must be answered on time, that you and John McMahon are monitoring this, and that the chain of command must do likewise.

Not happening in some written cases

Both DCI and I have a different impression - perhaps because we see - pass on the latter ones

Hold to E Sec for now

yes

yes

STAT